

AMERICORPS MEMBER POSITION DESCRIPTION



COMMUNITY MEAL RESOURCE COORDINATOR

Member Name: TBD
Program Name: Iowa Community Corps
Host Site: The Salvation Army
Service Location: Burlington, IA

Start Date: 9/25/2026
End Date: 5/6/2027
Member Term: Quarter Time
Living Allowance amt: \$6,000

Position Summary

The Iowa Community Corps AmeriCorps program is a statewide effort to strengthen communities through increased access to resources to support health and wellbeing. AmeriCorps members serve directly with local organizations to expand their ability to reach and support the people they serve, while gaining professional training to launch or grow a career in community health.

The Salvation Army provides essential services that promote food security, stability, and overall wellbeing for individuals and families. Through its Community Meal Program, the organization offers nutritious, culturally appropriate meals in a safe and welcoming environment. The Community Meal Resource Coordinator will help strengthen and expand these efforts by improving program capacity, supporting health outreach, and enhancing connections to community resources that address social determinants of health. This role offers hands-on experience in community health promotion, program coordination, and service navigation while making a meaningful impact on hunger relief and community wellness.

Schedule: Member will serve approximately 16 hours per week, between 10am-2pm, Monday thru Friday.

AmeriCorps Member Activities

Training and Onboarding

- Complete required safety and compliance training, including Safe From Harm, Nonviolent Crisis Intervention, Trauma-Informed Care, Mandatory Reporter certification, Bloodborne Pathogens, and food safety training required by the Food Bank.
- Learn Community Meal operations, including meal preparation workflows, food safety and sanitation practices, inventory organization, volunteer coordination, and dining room procedures.
- Participate in role-specific onboarding to understand workflows, client service expectations, and resource referral processes.

Service Project 1: Increase Food Security and Healthy Food Access

- Support the preparation and service of nutritious, culturally appropriate meals for community members experiencing food insecurity.
- Help maintain a clean, safe, and sanitary kitchen and dining environment in alignment with food safety standards.
- meal program operations, including food preparation, serving, inventory organization, dining room set up, and cleanup activities.

Service Project 2: Expand Health Awareness and Community Resource Navigation

- Engage meal program participants in conversations about available health and social services that support overall wellbeing.
- Provide educational materials focused on nutrition, hydration, chronic disease prevention, and healthy living strategies.

- Connect participants with community resources related to healthcare, food assistance, housing, transportation, and supportive services while documenting outreach and referrals.

Service Project 3: Strengthen Food Pantry Capacity Through Volunteer Engagement and Operational Improvements

- Recruit, orient, and support volunteers to assist with meal preparation and food service.
- Identify and implement operational improvements, including workflow refinement, inventory processes, and volunteer coordination.
- Support outreach efforts that increase awareness of the Community Meal Program and expand access to nutritious, culturally appropriate meals.

Desired Skills/Qualifications:

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| • Ability to lift 50lbs | • Demonstrated ability to handle confidentiality |
| • Read, write, type, and communicate in English | • Excellent organizational skills |
| • Basic mathematical skills | • Attention to detail |